



September 19, 2017

Proposal #1767

Mr. Lorento Neequaye
Supervisory Building Manager
U.S. General Service Administration
1301 Constitution Ave.
Washington DC 20001

Mr. Neequaye,

Re: Install Drop Ceiling in Administrators Closet

We propose the 16 overtime hours to install a drop ceiling in the Administrators closet. Work will be done after normal working hours.

Material cost for this project is -	\$1,257.00
10% Overhead -	125.70
Subtotal -	1,382.70
10% Profit -	138.27
Subtotal -	1,520.97
Labor 16 hrs. @ 115.00=	1,840.00
Total:	\$3,360.97

Thank you for this opportunity to provide you with this proposal.

Respectfully,

Larry Snow
Project Manager

Purchase Information



United States Environmental Protection Agency
Washington, DC 20460

OFFICE OF THE ADMINISTRATOR
PURCHASE CARD REQUISITION

*REQUISITION

DATE: 09/26/2017

*REQ DELIVERY

DATE: 09/26/2017

*REQUESTED BY:

Reginald
Allen/DC/USEPA/US@MSO
365

*OFFICE: OA

*BANKCARD
HOLDER:

Mardiko
Ellison/DC/USEPA/US@MS
O365

*PHONE: 564-0401

Vendor Information

SUGGESTED
VENDOR:

TRADEMASTERS

CONTACT PERSON

Lorento Neequaye

Phone:

3017425159

ADDRESS

WEB SITE

List of Supplies

*ITEM DESCRIPTION (Include Justification if necessary)	*QTY	*UNIT PRICE	*Total
*Check "Yes" if this is a computer hardware or software purchase (including toner) <input type="checkbox"/> Yes			
Install Drop Ceiling in Administrator's Closet	1	\$3,360.97	\$3,360.97
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
SHIPPING & HANDLING (IF APPLICABLE)			\$0.00
*GRAND TOTAL			\$3360.97

Quote, other related documentation or information (attach file)



Trademasters.docx

EPA Form 11950-1 (Rev. 8-97)

JUSTIFICATION (Required for IT and all Non Corporate Express Vendors)

Funding/Order Information**Order Total \$3360.97**Notify Refreshments ApproverAdd Funding Information

D.C.N	FY	Fund	Org.	Program	Site/Project	Obj Class	Amount
L71016	1718	B	11L	401MH3		2504	\$3,360.97

Ordered Date:**3rd-party Verifier:****Comments:**Notify Funds ApproverApprove Request**FSD Reconciliation Information**Transaction # Receipt Date Type Cost Allocation AmountClosed Commitment Flag**TOTAL AMOUNT****Approvals****Approvers****Routing Instructions & Information**

<u>Office/Manager</u>	Lance McCluney (Approved) 09/26/2017	<u>Add Comment</u> <u>Comment</u>
<u>Approve Request</u>	()	<u>Comment</u>
<u>SIRMO</u>	Michael Benton (Approved) 09/26/2017	<u>Comment</u>
<u>*Purchase Card Approver:</u>		

Refreshment Approval

<u>*Funding Official:</u>	Nicole Smoot (Approved) 09/27/2017	<u>Add Comment</u> <u>Comment</u>
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Approve Request**Reviewers check (optional)**

Reviewers - Click the "I reviewed it!" button below to add your name to the reviewed by list.

Reviewed By:

I Reviewed it!